Travel Authorization & Expense Workflow

	1	**2**	**3**	**4**		**5**	**6**	**7**
Step	Create Travel Authorization	Travel Authorization 1st Approval	Travel Authorization 2nd Approval	Fully Approved TA Next Steps	Travel Takes Place	Create Expense Report	Expense Report Approval	Expense Report Processing
Role	Requester	Site Administrator / Dept. Manager	Area Superintendent / Branch Head	Requester / Traveler	Traveler	Requester	Site Administrator	Accounts Payable Specialist
Task	• Create with the **traveler's Employee ID** • Add expense types, estimated amounts & budget Information • **Submit at least 3 weeks BEFORE travel**	• Travel Authorization is budget-checked & approved by Department / Site Administrator • Travel Authorization routed to 2nd Approver	• Travel Authorization is approved by Area Superintendent / Branch Head	• Make all travel reservations (hotel, conference registration, airfare, etc.) • Requester to provide prepays to Accounts Payable	• Keep all receipts and invoices while traveling • Keep all receipts and invoices (excluding meals - per diem) while traveling	• **Upon return, complete & submit Expense Report** • "Copy-In" expenses from approved Travel Authorization, submit with actual expenditure(s) • Mail original receipts AND printed Expense Report to Accounts Payable, *if applicable*	• Expense report is budget checked & approved by Department / Site Administrator • Expense Report routed to Accounts Payable	• Expense Report processed by Accounts Payable • Reimbursement monies due to employee sent via postal mail, *if applicable*